



Economic Development Commission

Grant Program

Mailing Address

Town of Scituate
Economic Development Commission
600 Chief Justice Cushing Highway
Scituate, MA 02066

Contact Information

Shari Moak-Young
Email: smoak-young@scituatema.gov

Economic Development Commission Members (FY2023)

- | | |
|--------------------|------------------|
| Sue DiPesa, Chair | Paul Bartkiewicz |
| Susanne Hofmeister | Berry Kurland |
| Geena Savage | Grace Gardner |
| Susan Daileader | |

GRANT APPLICATION DEADLINES

APPLICATION

Must be submitted *a minimum of 60 days prior to the event/goods and services/needs.*

FINAL ACCOUNTING

Due within 60 days following the event/goods and services/needs.

GRANT PROGRAM OVERVIEW

Mission of the Economic Development Commission (EDC)

The mission of the Economic Development Commission is to enhance the existing business community, attract new business, attract new customers, and encourage redevelopment and new development as may be advisable in order to increase the Town's property tax revenues, income, job base, and overall economic health.

Why the EDC supports community events

Maximizing the impact of programs and events within the community accomplishes many of these goals: encourages people – visitors and residents alike – to patronize our local businesses; creates an atmosphere of success that encourages new business development; and supports property values by showcasing Scituate.

How is EDC funded?

The EDC's budget is wholly funded by 20% of the Town of Scituate's meals tax.

What types of programs and events can EDC fund?

The Economic Development Commission Grant awards are limited by the number of successful applicants who demonstrate the clear use of award funds for the benefit of promoting the economic development of the Town of Scituate.

Funds will be distributed to applicants upon approval of the EDC, or their designee, that the agreed upon service or good(s) has been provided and satisfactory pursuant to the application. Recipients will need to provide a W-9 prior to processing.

CRITERIA FOR CONSIDERATION

Applicants must adhere to deadlines set forth in the application, complete all required information as requested therein, and submit a final accounting of the total program and event costs with supporting documentation before any funds may be released. In fairness to all applicants, the Economic Development Commission reserves the right to deny and/or withdraw any funding should the applicant fail to adhere to these requirements.

DEADLINES

Application received by EDC

Must be submitted a *minimum of 60 days prior* to the event/goods and services/needs.

Final accounting received by EDC

Due within 60 days following the event/goods and services/needs.

HOW TO APPLY

Complete an EDC Grant Application, which can be downloaded from the [Town of Scituate EDC website](#).

- Submit the completed application with required supporting documentation to **Shari Moak-Young** at smoak-young@scituatema.gov
- If you prefer to submit a paper copy of your application, please bring **seven (7) copies** to Scituate Town Hall. **Attention:** Economic Development Commission, 600 Chief Justice Cushing Highway, Scituate, MA 02066

The Economic Development Commission will review all applications and, within the discretion of the EDC members, schedule a hearing for the applicant to present their program or event and answer questions from the EDC. Any scheduled hearings are presumed to be held in person.

Who You Are

Non-profit organization, business membership organization (such as Chamber of Commerce) and/or volunteer organization seeking funds for a program or event that will be based in Scituate and benefit visitors and Scituate residents.

Program and Event Details

- Shall take place within the Town of Scituate
- Shall be open to the public
- If the program or event is cancelled once funding has been awarded, the applicant must notify the Economic Development Commission immediately to determine how funds will be returned or redistributed.
- Funding is conditional upon approval of program and event permits, insurance coverage, etc.
- If applicant would like a pre-meeting to discuss the process and requirements prior to formal presentation and application, please contact a member of the EDC to schedule.

Promotion and Marketing

Programs and events funded by the Economic Development Commission must contain the following language on all print and digital marketing materials:

Sponsored by the Town of Scituate Economic Development Commission

Information about the program or event should be submitted to the Scituate Visitors Center for inclusion on scituatevisitorscenter.com website calendar.

Grant Request Plan

Please describe the program and/or event by including **all** the information as requested.

Describe the Program/Event and the type of activities which will be included. Please be as comprehensive as possible.

List in-kind sponsors and dollar value of goods or services provided.

List the groups, organizations, and business involved as sponsors and/or participants, and the extent of their involvement.

Describe your plan for securing private funding and please include those sponsors you have secured as of the date of this application. (Please include type of sponsorship, funding programs you are planning, i.e., ticket sales, program booklet sponsorship, corporate/private donations, etc.)

Please provide a proposed budget as applicable.

PROPOSED BUDGET

REIMBURSEMENT

***All expenses will be reimbursed to the entity after submission of all expenses/invoices paid. Please submit invoices within 10 days of Event/Program completion. Event/Program must be held in the fiscal year in which funds are approved by Scituate Economic Development Commission.**